

**PROCUREMENT NOTICE # 007/2015**  
**IPEA RESEARCH PROGRAM**  
**INDIVIDUAL CONSULTANT - FOREIGN EXPERT EXCHANGE**

**Agreement on Technical Cooperation Loan No. 1841 / OC-BR - BR-L1060**

**Project:** Library of the XXI Century: challenges and perspectives

**Hiring Method:** Selection of Individual Consultants - GN 2350-7 of the Inter-American Development Bank - IDB.

**Object:** Hiring an individual consultant to elaborate chapter of the book proposed within the project 'Library of the XXI Century: challenges and perspectives', with the working title of 'Reference services for XXI century libraries' and participate in seminar and workshop to be held in IPEA dependencies in Brasilia.

1. Institute for Applied Economic Research (IPEA) received funds from the Inter-American Development Bank (IDB) in order to contribute to a better formulation, monitoring and evaluation of Brazilian public policy.
2. Accordingly, the IPEA intends to use part of the IDB resources for consultant selection to support the execution of the activities of the project "Library of the XXI Century: challenges and perspectives", which aims to contribute to improve the quality of services provided by Brazilian libraries, especially by the Institute for Applied Economic Research (IPEA) Library, through the dissemination and exchange of national and international knowledge on key worldwide trends and applications in the context of Library and Information Science. The work of the consultant will aim:
3. The work of the consultant will aim:
  - 3.1. Develop initial chapter of the proposed book within the project 'XXI Century Libraries: challenges and perspectives, with the working title of 'Reference services for the XXI century libraries'.
    - 3.1.1. The goal of this chapter is to present, based on literature and the experience of innovative libraries, the role of the referral service in the XXI century libraries. This chapter should provide information about the use of technologies for the reference service as chat, chatterbot, reference video conferencing, remote care services and other modern and innovative services which facilitate and improve communication with library users.
  - 3.2. Participate in seminar and workshop to be held in IPEA dependencies in Brasilia.
4. Shall be subject to the following methodological and contractual aspects:
  - 4.1. The work of the consultant will be developed in conjunction with the project team;
  - 4.2. The activities should be developed in a period of five (5) months from the contract signing;
  - 4.3. The activities can be performed at the office of the consultant, except for the seminar and workshop, to be held at the headquarters of IPEA in Brasilia, on dates to be agreed with the technical team of the IPEA, respecting the execution schedule of the products;
  - 4.4. Any travel expenses, room and board for the provision of consulting services, if applicable, will be the responsibility and burden of hired consultant;
  - 4.5. It is up to own consultant obtaining basic supplies such as computer and software necessary for the performance of consultancy. The IPEA will provide the room with the basic features for the presentation of the seminar and the workshop at its headquarters in Brasilia;
  - 4.6. All studies, reports, charts, computer programs or other products prepared by the consultant will be owned by IPEA. The consultant may retain copies of such documents and computer programs.
  - 4.7. All products can be sent in digital form via e-mail, with return receipt requested.
  - 4.8. The lecture to be held at the seminar must be accompanied by the presenting presentation in digital format.

- 4.9. Products will be accepted after the considerations of the project coordinators and possible adjustments requested.
  - 4.10. The texts are written in English or Portuguese or Spanish, as well as the lecture to be held at the seminar.
  - 4.11. Payments will be made by delivering for the products described in item 5 and approval by the project coordinator.
5. The deliverables are:
- 5.1. Product 1: Extended abstract of the chapter containing the topics to be developed, the main references, detailing objectives, title of proposal and preliminary considerations, containing between 1,200 and 2,000 words.
  - 5.2. Product 2: Draft chapter, close to its final form, containing between 4,000 and 8,500 words, title, consolidated final considerations, in accordance with the proposal of extended abstract and comments from IPEA editors on the proposal.
  - 5.3. Product 3: Lecture on the preliminary version of the chapter on seminar to be held in IPEA dependencies in Brasilia, lasting between 40-60 minutes, followed by discussions, to the invited audience of IPEA. The content of the presentation, available in digital form, contain the essentials of product 2.
  - 5.4. Product 4: Workshop for employees of IPEA Library to be held in IPEA dependencies in Brasilia, lasting 8 hours. In this workshop, the consultant will participate in roundtable with employees of other topics related to the future of libraries, remaining available to discuss and answer questions about the topic of his lecture, in order to apply this knowledge in the library at IPEA.
  - 5.5. Product 5: Final version of the chapter, containing between 4,000 and 8,500 words, ready to send to the editorial IPEA, with considerations regarding the suggestions from IPEA editors about the product 2 and the product 3, including tables and figures editable, delivered in a separate file, in high resolution, with references, final title, abstract and keywords.
6. The consultant hired must meet the following mandatory requirements:
- 6.1. Being foreign researcher originated from eligible country the Inter-American Development Bank (Annex I);
  - 6.2. Having effective operations abroad, having no permanent visa in Brazil;
  - 6.3. PhD level, for at least 5 years;
  - 6.4. Fluent in Portuguese, Spanish or English;
  - 6.5. Availability to participate in a seminar, lasting three days, and workshop, lasting eight hours in the day following the seminar, both to be held in IPEA dependencies in Brasilia, in October 2015.
7. The selection process consists of analysis of the curriculum of the candidates who fulfill the mandatory requirements, based on the following criteria:

CRITERIA		PONTUATION	VALUE
EXPERIENCE IN THEMATIC AREA			
1	Publications in academic journals in the field of Library and Information Science, peer-review system, classified in international systems	<ul style="list-style-type: none"> <li>• Absence of publication: 0 point</li> <li>• 1 to 5 publications: 2,5 points</li> <li>• 6 to 10 publications: 5 points</li> <li>• 11 to 15 publications: 7,5 points</li> <li>• More than 15 publications: 10 points</li> </ul>	3
2	Performance in research institutions, universities, libraries and information units, preferably in the present period	<ul style="list-style-type: none"> <li>• Absence of performance: 0 point</li> <li>• Performance in the present period: 2 point</li> <li>• 1 to 5 years of accumulated performance: 2 points</li> <li>• 6 to 10 years of accumulated performance: 4 points</li> <li>• 11 to 15 years of accumulated performance: 6 points</li> <li>• More than 15 years of accumulated performance: 8 points</li> </ul>	2
3	Participation in conferences, seminars, workshops in the areas of Library and Information Science	<ul style="list-style-type: none"> <li>• Absence of participation: 0 point</li> <li>• 1 to 5 participations: 2,5 points</li> <li>• 6 to 10 participations: 5 points</li> <li>• 11 to 15 participations: 7,5 points</li> <li>• More than 15 participations: 10 points</li> </ul>	1

7.1. The final score is obtained by the weighted average score on each of the criterion.

7.2. Candidates who have reached final score equal or higher than 7.5 will be classified.

7.3. Applicants will be classified in descending order of score.

8. Interested consultants must express interest as follows:

8.1. Send the listed documentation in item 8.3 by electronic mail to the address [cadastrodeconsultores@ipea.gov.br](mailto:cadastrodeconsultores@ipea.gov.br), up to 18 hours(GMT) of July 2<sup>nd</sup>,2015, indicating in "Subject" the number of the Expression of Interest Request(007/2015) and the Project Name ("Library of the XXI Century : challenges and perspectives")

- 8.2. However, there will be tolerance of six hours counted from the closing time. It is recommended sending messages in advance, since IPEA is not responsible for expressions not received due to any technical problems and congestion.
  - 8.3. In the act of expressions of interest, the consultants should submit the following documentation:
    - 8.3.1. Copy of your passport;
    - 8.3.2. Curriculum vitae;
    - 8.3.3. Titles and academic certificates;
    - 8.3.4. Copies of publications in journals or links to access.
    - 8.3.5. Certificates issued by a legal entity of private or public or other documents with evidential value to demonstrate your experience;
  - 8.4. Copies of certificates relating to participation in conferences, seminars, workshops in the field of Library and Information Science.
  - 8.5. The statements of interest which do not meet the form specified will not be considered.
9. Those applicants who expressed interest will be evaluated by Judging Committee, composed of three servers, designated by the IPEA Research Program Coordinator.
  10. The Judging Committee evaluates the documentation submitted by the candidates, assign the scores and choose the best candidate classified.
  11. The IPEA will announce the final results of selection process on its site and publish extract in the Union Official Diary containing the classification of the three best classifieds candidates.

The candidates may request information of the reasons for their elimination from the selection process by application to the IPEA, containing personal data, including the selection process which participated within three (3) working days from the day following publication of result in the Union Official Diary.

12. The highest ranked candidate will be invited to present a financial proposal and to negotiate the terms of contract reference.
  - 12.1. In the negotiation stage can be discussed and adjusted technical and methodological aspects of the services to be provided, since it does not change configure object and / or loss of quality of the final products
  - 12.2. The capital adequacy of the proposal will be considered by the Program Coordination Unit, in view of the IPEA contained in Ordinance No. 198 of October 29, 2014.
  - 12.3. The values assigned to each of the products should be compatible with the following distribution:

<b><i>Products</i></b>	<b><i>Proportion of the total value</i></b>
Product 1	5%
Product 2	10%
Product 3	20%
Product 4	20%
Product 5	45%
<b><i>Total</i></b>	<b>100%</b>

13. In case of the negotiations do not result in appropriate contract of technical and financial point of view and acceptable to both parties, the IPEA will invite the following classified candidate.
14. In order to hire the services mentioned, the IPEA invites consultants to express their interest in relation to the provision of consultancy services described.

15. For more information:

The Institute for Applied Economic Research - IPEA

Program Coordination Unit - Institutional Development Board

SBS Quadra 1 Bloco J, Edifício BNDES, 5th floor, Room 509, Brasília – DF, CEP: 70.076-900

Phone: 55 (61) 3315-5138 / 3315- 5470/ 3315-5239

Fax: 55 (61) 3315-5568

E-mail: [cadastrodeconsultores@ipea.gov.br](mailto:cadastrodeconsultores@ipea.gov.br)

Site: [www.ipea.gov.br](http://www.ipea.gov.br)

Brasília/DF, June 17<sup>th</sup>, 2015.

**CARLOS ROBERTO PAIVA DA SILVA**  
**Coordinator of IPEA Research Program**  
**Substitute**

ANNEX I

**Eligible countries of the Inter-American Development Bank**

(a) Borrowers Countries:

(i) Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Colombia, Costa Rica, Chile, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, Trinidad and Tobago, Uruguay and Venezuela.

(b) Non-Borrowers Countries:

(i) Austria, Belgium, Canada, Croatia, Denmark, Slovenia, Spain, USA, Finland, France, Israel, Italy, Japan, Norway, Netherlands, Portugal, United Kingdom, Republic of Korea, China, Sweden and Switzerland.

## ANNEX II

### **Context of the Project**

Library of the XXI Century: challenges and perspectives

### **Introduction**

The goal of the project is to contribute to the improvement of quality of services provided by Brazilian libraries, especially by the Library of for Institute Applied Economic Research (IPEA), through the dissemination and national and international knowledge exchange on key trends and applications in the world context of Library and Information Science.

Therefore, the project proposal is to offer cutting-edge knowledge to Brazilian professionals, focusing on topics such as the future library, digital era, digitization, preservation and digital curatorship, information technology, innovation, electronic books, modernization, professional information, libraries of research centers, knowledge management, supporting culture, social media, institutional memory, open information access, information services, mobile media and networks of libraries.

Is expected to achieve the objective through lectures with the participation of national and international experts. In addition, these experts also share workshop with employees of IPEA Library, to discuss the main themes of the project. Finally, the production of the book with international academic standard is expected, covering, in principle, the following aspects related to the twenty-first century library:

- i. Future library: what is expected?
- ii. Library beyond the book
- iii. The profile of contemporary libraries
- iv. The new skills of the information professional
- v. The role of research centers libraries
- vi. Librarian participation in the management of institutional knowledge
- vii. Reference services for the XXI century libraries
- viii. Innovation in libraries
- ix. ICT and libraries: reality and perspectives
- x. Digitization, preservation and digital curatorship
- xi. Libraries, institutional memory and open access information
- xii. Libraries and eBooks

xiii. Library networks

xiv. Libraries and social media

xv. The use of mobile media in libraries

### **Justification**

The Institute for Applied Economic Research (IPEA) has as its institutional mission to provide technical and institutional support for government actions to the formulation and reformulation of public policies and programs for Brazilian development. Therefore, every year, IPEA publishes a wide range of studies and applied research, supporting the development of plans, policies and government programs, assisting decision-making processes of government institutions, contributing to the expansion of the government's ability to act and cooperating with governments and international organizations in their field of activity. This process is made in coordination with society, involving economic networks, and social policies throughout the country and also abroad.

In order to monitor the development of advanced IPEA, its Library participates in a broad modernization project and prepares to bring innovative services to its users, which includes the provision of remote electronic access to important works in its collection that have been exhausted and / or of which there is only paper copies or who are in situations of high risk of data loss information, change the current software library management, signing a lot of electronic books, change the physical infrastructure, improvement of the reference and circulation services, modernization of the system of legislation, among others.

Despite the efforts performed by the Library staff, however, was evident the absence of models of modern libraries in Brazil that could be used by them as parameter and the lack of national and international literature able to offer a substantial foundation on building a library an essentially modern federal public agency as well.

For this reason, the preparation of a book with specific topics on which most modern and current on aspects of Library and Information Science, and the shared experience by the experts in the field, through lectures and workshop will offer important information to guide the work provided by IPEA Library and other Brazilian institutions and, thereby contributing to the advancement of availability, dissemination and country information access.